



Louis M. Groen Nature Preserve
Irontone Springs
Libke Field
Pontresina Park

Otsego Lake County Park
Wah Wah Soo
Community Center

Proposed Minutes
Otsego County Parks and Recreation Commission Regular Meeting
January 9th, 2023

Call to order by Vice President Scott Courterier at 6:00pm at the Otsego County Building, room 100.

Members Present: Bonny Miller, Judi Jarecki, Jack Korte, Randy Stults, Troy Huff, Scott Courterier, Justin Wing, Trevor Burroughs.

Members Absent: Dave Baragrey.

Others Present: Jacob Brown, Jacob Meyer, Keri Swantek, Matt Barresi, Mel Maier, Mark Lamberies, Henry Mason, Dana Wingo, Karen Howell, Laura Alexiou and Laura Pervical.

Otsego County Administrator, Matt Barresi introduced Trevor Burroughs as the new representative from the Otsego County Board of Commissioners.

Previous Minutes: Two corrections were identified by the members.

1. **(Advertising Policy:** Jacob Brown presented a copy of the proposed advertising policy and prices. Jacob asked the board members to review the policy and email him with any updates or suggestions by the end of the week. Randy Stults asked how the banners would be hung and who was responsible for hanging them. Randy also asked about the time frame the banners would be displayed. Randy asked for a proposed layout of sizes of banners and locations of the banners for the next meeting. Randy recommended the banners be hung from July 1st – June 30th and charge an annual fee. Dave Baragrey suggested the board does not need these details and these details should be determined by the Parks & Rec. Director. [Randy Stults indicated that as commissioners we need to share our expertise on projects that the staff need guidance on].

2. **Commissioner Comments:**

-Justin Wing asked Matt Barresi how many applicants he received for the director position. “Matt said he received 13 applicants. Justin asked if any interviews were conducted and Matt said there were not”. [Justin Wing asked Matt Barresi how many applicants he received for the director position. Matt said he received 13 applicants. Justin asked if any interviews were conducted and Matt said there were not]. A motion was made by Judi Jarecki and seconded by Troy Huff to approve the previous minutes as amended. Motion carried.

Public Comment: Henry Mason spoke of a potential conflict of interest with Trevor Burroughs being on the Board of Commissioners and being in charge of the pontoon boat rentals at the Otsego Lake County Park. Karen Howell asked about a recorder being purchased for use during the meetings. Karen Howell asked about the shipping charges from Amazon. Karen Howell discussed the members plans to repair the concrete in the pavilions at the County Park and Irontone Springs and suggested gravel instead of cement.



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Bills: Some of the commissioners asked about fees paid to the referees for the adult basketball league. Jack Korte spoke about this. A motion was made by Troy Huff and seconded by Bonny Miller to approve the bills dated 12/3/22 – 12/31/22 in the amount of \$17,195.11. Jack Korte abstained from the vote to avoid a conflict of interest. Motion carried.

Budget Reports: Jacob Brown discussed the budget reports from December for the County Parks, the Community Center and the Groen Preserve.

Old Business:

- 2023 Commission Meeting Schedule:** Jacob Brown presented a revised meeting schedule. A motion was made by Justin Wing and seconded by Randy Stults to approve the 2023 meeting schedule as revised. Motion carried.
- Boat Rental Agreement:** Trevor Burroughs with Action Outdoor Rentals asked the board members to allow pontoon boat rentals at Otsego Lake County Park again. Trevor said he has general liability insurance as well as insurance on the pontoon boats. Trevor said that Action Outdoor Rentals provided kayak and paddle board rentals a few years ago and the County Park received a portion of the rental fees. Bonny Miller said the board members were not aware that Action Outdoor Rentals had insurance or that a dock was installed at the campground two years ago by the company. Randy Stults wanted to determine if the County Park would be considered a marina with pontoon boats available on park property. Trevor Burroughs and Jacob Brown said that Action Outdoor Rentals has loaned a pontoon boat to the park staff in the past in order to put out swim buoys as well as providing kayaks and paddle boards for use during the Mark Mellon Triathlon. Matt Barresi said the county insurance is supportive of this but a written contract is required and the bid proposals need to be submitted. Justin Wing expressed concern over the potential conflict of interest with Trevor Burroughs being on the Board of Commissioners. Scott Courterier asked the members if they want to continue having pontoon boats at the campground. The commission members decided to discuss this issue at the next meeting based on the new information presented at the meeting. The Commission members asked the staff to research if kayak and paddle board rentals were beneficial to campground from 2016-2020.
- Otsego Lake Association:** Laura Percival discussed their yearly priorities which included putting two boat wash stations on the lake. Laura Percival said the Otsego Lake Association is committed to sponsoring the fireworks for 2023. Jacob Brown will work on a reimbursement contract for the 2023 fireworks. Laura Percival asked if the Parks and Recreation Commission is interested in partnering with them in the future to help cover the cost of the fireworks as well as assisting with the cost of a boat wash station at the Otsego Lake County Park. Mark Lamberies said a boat wash station costs approximately \$45,000.00 - \$50,000.00 and the yearly maintenance cost approximately \$300.00 - \$400.00. The board members decided to discuss this issue more at the next meeting.



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4. **Spark Grant:** Jacob Brown said the Thom Marquard has submitted the grant application for the playground, beach enhancements and splash pad installation at the Otsego Lake County Park.
5. **5-year Recreation Plan:** Jacob Brown said that Nico Tucker with NEMCOG is make some final edits to the plan such as dates and signatures and the plan will be submitted by the next meeting.
6. **Adult Waiver Policy-** Jacob Brown presented an updated adult waiver policy that all adults would be required to fill out to use the Community Center. The commissioners wanted the county attorney to review the policy before the board approves it. Randy Stults asked that an application for appeal be designed. Randy Stults suggested 3 members of the parks commission meet to hear any appeals.
7. **Student/Child Waiver Policy:** Jacob Brown presented a copy of the student/child waiver policy. The board members asked that the policy be sent to the attorney for review before the board approves it. Randy Stults asked the staff to determine how the program is advertised on the social media and other advertisements to make sure the county complies.
8. **Community Center Policy:** The members asked that the policy be sent to the county attorney for review.
9. **Advertising Policy:** Jacob Brown asked how the board wants to proceed. Randy Stults wants to hold off on exterior advertising because of city zoning requirements and being in a residential neighborhood. Jacob Brown said the advertising will take place inside the building. Jacob Brown asked the board if they are interested in seeking sponsors for leagues. The members were interested in this. Troy Huff recommended one standard size banner. Randy Stults recommended making sure the banners were made of a durable material. Justin Wing and Randy Stults said to start with 4 banners on the wall across from the bleachers.

New Business:

1. **Election of Officers:** A motion was made by Troy Huff and seconded by Randy Stults to nominate Bonny Miller as president for January-December 2023. Scott Courterier asked three times for any other nominations. No other nominations were presented. Motion carried.
A motion was made by Troy Huff and seconded by Bonny Miller to nominate Jack Korte as vice president for January-December 2023. Scott Courterier asked three times for any other nominations. Justin Wing nominated Scott Courterier. Scott Courterier declined. There were no additional nominations. Motion carried.
A motion was made by Troy Huff and seconded by Bonny Miller to nominate Randy Stults as secretary for January – December 2023. Scott Courterier asked three times for any other nominations. No other nominations were presented. Motion carried.
Scott Courterier turned the meeting’s chairperson over to New President Bonny Miller
Attendance Report: Bonny Miller presented the 2022 attendance report for the parks commission.
2. **New Job Posting:** Jacob Brown presented a revised job description for the Lead Ranger formally known as the Community Center Monitor. Randy Stults asked that the title include job duties at the Community Center. A motion was made by Randy Stults and seconded by Scott Courterier to recommend to the Human Resources Committee the approval of the Otsego County job



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description for the parks and recreation department for the position of Lead Ranger. Motion carried.

- 3. Gym Floor Cleaning:** Jacob Brown said the gym floor is dust mopped every day and washed twice a week.
- 4. Community Center Schedule:** Jacob Brown discussed where the activity schedule is currently posted. Jacob Brown said the schedule is posted on the website and a calendar of events inside the building or a voicemail listing the daily schedule. Jacob Brown hopes to put the schedule on the Facebook page and make sure it is maintained on the website.
- 5. Last Meeting Updates:** Jacob Brown said he reached out to Otsego Christian School about the fees being charged. Jacob Brown said that some of the property deeds will soon be updated. Scott Courterier asked about a bill for property taxes. The staff will look into this. Scott Courterier said the meeting has lasted 2 hours. A motion was made by Randy Stults and seconded Troy Huff to continue with the meeting. Motion carried.

Jacob Brown said that Thom Marquard is looking for a form that was supposed to be signed and was not signed for the park excavation work grant. The process will move forward when the form is signed and submitted.

Jacob Brown said that Doug Johnson suggested MMRMA assisted with the cost of updating the security system at the Community Center. Jacob Brown said that Thom Marquard is looking for grants for a boat cleaning station at the County Park boat launch.

Director's Update:

- 1. Community Center:** Jacob Brown said things are running smooth. Jacob Brown said he met with Jack Korte about the fee for the next adult basketball league. Jacob Brown said the basketball league and the adult volleyball leagues are currently not being charged the hourly rental fee of \$22.50 but the fee is based on the cost of referees for the leagues. Jack Korte said the Community Center keeps \$500.00 of the player fees and the remaining funds are paid to the referees. Volleyball programs pay a different fee for use of the Community Center. Bear Basketball is currently not paying any fee for the use of the Community Center. The commission asked Jacob Brown to design a policy for each league and present it at the next meeting.

Keri Swantek provided an update on activities at the Community Center including the next adult basketball league starting soon. Keri Swantek said the co-ed volleyball league will continue until March and the 4-person ladies league will start in April. Keri Swantek said the Bear Basketball games started this past weekend with approximately 95 kids. Keri Swantek said that pickle ball had 10-20 people per week in December. Keri Swantek said the Community Playgroup has had 18-25 families per day. Keri Swantek said the after-school program has 35-50 kids per day. Keri Swantek said that Tim Moore has been filling in the cracks and gaps in the windows frames.

Scott Courterier asked about the progress of the Community Center roof repairs. Jacob Brown is to check on the status with Story Roofing.



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2. **County Park:** Keri Swantek said the advanced reservations for made for the 2023 season during the month of December 2022. camping \$3,828.24 and cabins was \$2,902.20. Jacob Brown said the roof replacement on the restroom has been completed.
3. **Groen Preserve:** Jacob Brown said that the new gate was partially open on New Year's Weekend. The police investigated. The staff secured the gate. Jacob Meyer fixed the gate the next date. Jacob Brown said the alarm went off at the hilltop house but no damage was noticed. Jacob Meyer said there were approximately 54 visitors in December. Jacob Meyer said the numbers have been low due to the weather. Jacob Meyer said the day to day projects are moving forward.

Commissioner Comments:

- Justin Wing thanked Jacob Brown for meeting with him earlier that day. Justin Wing asked about the different websites the department has had. Justin Wing said the Community Center has been closed on Sundays. Jacob Brown and Keri Swantek said this was due to being short staffed.
- Scott Courterier welcomed Trevor Burroughs and congratulated the new officers.
- Troy Huff and Randy Stults welcomed Trevor Burroughs.
- Randy Stults said the bylaws need to be updated and they will be discussed at future meetings.
- Jack Korte thanked the other members for voting for him. Jack Korte thanked Jacob Brown for meeting with him to discuss the next adult league.
- Bonny Miller thanked the members for voting for her.

The next meeting is Monday February 13th, at the Otsego County Community Center at 6:00pm.

The meeting was adjourned at 8:38pm.

Attachments as part of these minutes:

- 2023 Revised Parks and Recreation Commission Meeting Schedule
- December 12th, 2022 Proposed Minutes
- Bills dated 12/3/22 – 12/31/22 in the amount of \$17,195.11.
- Financial Reports from December for the County Parks, the Community Center and the Groen Preserve.
- 2022 attendance report.
- New Job Posting

Keri Swantek, Recording Secretary
Randy Stults, Secretary



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